

CALIFORNIA FRANCHISE TAX BOARD

Internal Procedures Manual
General Tax Audit Manual

18000 REPORTS

PASS provides standard reports that are designed to meet various users' needs. Some reports are available to supervisors and program managers, while others are also available to staff for managing their PASS workloads. These reports provide statistical information on PASS audit workloads. The accuracy of the reports is dependent on the information recorded in case units when the reports are run. If case units are not checked-in when reports are run, they will not be in the reports. It is critical to check in all case units and record all time before the scheduled monthly run, which is typically the last day of the State pay period.

Reviewed: April 2003